

FARMINGTON POLICE DEPARTMENT

POLICY AND PROCEDURE



Policy Number:
111-02

Effective Date:
09/18/2017

Subject:
Management Information System

Approved by:

Steven D. Hebbe, Chief of Police



PURPOSE:

A properly functioning administrative reporting system provides management information on the activity of the agency. Administrative reports will reflect imperative data and trends on activities and is effective in insuring proper communication of information throughout the department and chain of command.

POLICY:

It is the policy of the Farmington Police Department to compile statistical and data summaries of agency activities and to maintain a Management Information System.

PROCEDURE:

The Management Information System is designed to provide information to develop a basis for budget fore-casting, manpower needs and deployment, operational and support needs, and agency evaluation.

Farmington Police Department

Administrative Reports

SUBJECT/PURPOSE	RESPONSIBLE	FREQ./DUE	DISTRIBUTE TO
Operational Readiness of Equip.	Training	Monthly /Ongoing	Checklist
Operational Readiness of Equip.	Patrol	Monthly /Ongoing	Checklist

SUBJECT/PURPOSE	RESPONSIBLE	FREQ./DUE	DISTRIBUTE TO
Property/Evidence Audit	Professional Standards Lt.	Annual / Varies	Chief
Use of Force Policy Review	Training Division	Annual/Ongoing	Chief
Less-Lethal Weapon Proficiency	Training Division	Annual/Ongoing	Professional Standards Lt.
Use of Force/Early ID Review	Professional Standards Lt.	Annual	Chief
Crime Analysis Review	Crime Analyst	Annual	Chief
Grievance Analysis	Professional Standards Lt.	Annual	Chief
Annual External Audit	Detective Lt.	Annual	Sector 1 Captain
Evaluation of Juvenile Programs	Detective Cpl.	Annual	Chief
Hostage/Barricaded Policy	Special Operations Lieutenant	Annual	Accreditation Mgr.
Bomb Threats Policy	Bomb Team Leader	Annual	Accreditation Mgr.
EOP Review and Update	Special Operations Lieutenant	Annual	Patrol Sgt. / Lts.

SUBJECT/PURPOSE	RESPONSIBLE	FREQ./DUE	DISTRIBUTE TO
Internal Affairs Statistics	Professional Standards Lt.	Annual	Chief
Analysis of Vic/Wit Programs	Victim Advocate	Annual	Chief
Central Computer System Audit	IT Specialist	Annual	Professional Standards Lt.
Bias Based Profiling	Professional Standards Lt.	Annual	Chief
Annual Report	Public Information Officer	Annual	Chief
Depart. Goals and Objectives	Sector 2 Captain	Annual	Chief
Pursuit Review / Analysis	Day Patrol Lt.	Annual	Chief
Selective Traffic Enforcement	Traffic Corporal	Annual	Day Patrol Lt.
Inventory Readiness Inspection	Fleet Manager	Annual	Sector 1 Captain
Inventory Readiness Inspection	Training Division	Annual	Professional Standards Lt./ Sector 2 Captain

SUBJECT/PURPOSE	RESPONSIBLE	FREQ./DUE	DISTRIBUTE TO
Survey of School Crossings	Det. Corporal	Annual	Sector 1 Captain
Special Events (Riverfest)	Support Services Lt.	Annual	Sector 2 Captain
Special Events (Freedom Days)	Support Services Lt..	Annual	Sector 2 Captain
Special Events (CMWS)	Support Services Lt.	Annual	Sector 2 Captain
Special Events (Luminarias)	Support Services Lt.	Annual	Sector 2 Captain
Goals and Objectives Progress	Sector 1 Captain	Annual	Chief
Multi-year Plan Review	Sector 1 Captain	Annual	Chief
Emerg. Mob. Plan Rehearsal	Special Operations Lieutenant	Annual	Patrol Sgts. / Lts.
Accounting of Cash (Informant)	Detective Sgt.	Quarterly	Sector 1 Captain
Accounting of Public Records Cash Fund	Civilian Ops Supv.	Quarterly	Sector 1 Captain
Accounting for Cash (Petty Cash)	Admin Aide	Quarterly	Sector 1 Captain

SUBJECT/PURPOSE	RESPONSIBLE	FREQ./DUE	DISTRIBUTE TO
Crime Prevention Effectiveness & Community Concerns	Support Services Lt.	Quarterly	Chief
Property Inspection	Civilian Ops Supv.	Quarterly	Chief
Amber Alert Policy Review	Night Patrol Lt.	Annually	Accreditation Mgr.
Central Records Computer System	IT Specialist	Annually	Professional Standards Lt.
Review of Criminal Intelligence procedures and processes	Detective Lt.	Annually	Sector 1 Captain
Periodic Workload Assessments	All Supervisory Personnel	Triennially	Sector 2 Captain
Specialized Assignments	Sector 2 Captain	Annually	Chief